

STATE OF INDIANA)
)ss:
COUNTY OF JASPER)

JASPER CIRCUIT COURT

Small Claims

PLAINTIFFS

v.

DEFENDANTS

Name

Name

Name

Name

Street Address

Street Address

City, State, Zip Code

City, State, Zip Code

Phone Number

Phone Number

NOTICE OF CLAIM

TO THE DEFENDANT(S):

You have been sued by the Plaintiff whose name appears above.

The Trial Date for this claim is the _____ of _____, _____ at _____ a.m/p.m

A brief statement of the nature of the Plaintiff's claim against you is as follows:

Balance Due on Account _____ (Attach Affidavit) Back Rent and Eviction _____

Balance Due on Promissory Note _____ (Attach Copy) Other _____

Statement of Claim: _____

The Plaintiff seeks judgment in the amount of \$_____ against the defendant and Court costs of \$_____ for a total of \$_____.

SERVICE BY:

Sheriff _____

Certified Mail _____

Signature of Plaintiff or Attorney

Vickie Bozell, Clerk of the Jasper Circuit Court

115 W. Washington Street
Room 103
Rensselaer, Indiana 47978
(219) 866-4913

By: _____
Deputy Clerk

(See Important Notices on Reverse Side)

SMALL CLAIMS NOTICES

- The parties may appear in person or by an attorney

- The Defendant should bring to the trial date all of the documents in the possession or under control of the defendant concerning the claim.

- The parties should bring all witnesses and evidence they wish to present on the trial date.

- If the Defendant does not wish to dispute the claim, he may appear for the purpose of allowing the Court to establish the method by which the judgment shall be paid.

- The Defendant has a right to a jury trial and that right is waived unless the Defendant requests the trial within ten (10) days after receipt of the notice of claim. The request for jury trial once made cannot be withdrawn without consent of the other parties. The party requesting a jury trial must within ten (10) days of the request pay the additional amount required by statute to the Clerk of the Court to transfer the case to the plenary docket or the appropriate Court. Failure pay the additional fees within (ten) 10 days will be deemed a waiver of the request for a jury trial.

- All of Notices of Claim are set for trial. If a party receives a Notice of Claim and/or Summons that indicates any other type of hearing is set, please bring it to the attention of the Court or Clerk.

- Any party may represent themselves if they are not a corporation. Corporations must be represented by an attorney except as provided by Small Claims Rule 8(C). Partnerships and sole proprietorships must be represented by the owner or partner if the claims exceeds \$1500.00.

- Please sign in upon arrival to the Courthouse on the date of the bench trial so that the Court knows you are here.

- The Court encourages all parties to meet and to negotiate and try to resolve the pending matter prior to entering the Courtroom for trial. If any party does not want to negotiate and wants to proceed to trial please inform the bailiff and wait in the Courtroom.

- The address of the Clerk's Office is 115 W. Washington St., Room 103, Rensselaer, Indiana, 47978.